MISSION STATEMENT:
Provide exceptional personnel support for the USMA Staff & Faculty to ensure unit readiness and their continuous ability to educate, train, and inspire the Corps of Cadets.
Reporting and In-processing:

1. Arrive to West Point and sign-in off leave:
   - During duty hours (M-F 09-1600), HHC USMA, 626 Swift Rd, Rm 103
   - After duty hours, on weekends, or holidays, sign in with MP Station (616 Swift Road) Desk Sergeant and report to HHC the next duty day.

2. Report to HHC USMA IN UNIT, during duty hours to in-process

3. Provide a copy of the following documents:
   - Signed leave form and PCS Orders

4. You will complete the following:
   - Fill out personal data sheet
   - Receive Central Parking Area Sticker info, DA 5960 for BAH, Weapons Registration form, unit patch, supplemental issue (NCOs Only)
   - Answer some key questions:
     - Family Care Plan, Special Pay, Firearms, Motorcycle
   - Complete MEDPROS, Sponsorship survey (if Applicable)

5. Report to MPD as scheduled for Installation in-processing, 622 Swift Rd (may be in-person or may be remote via email)

Key Notes:

- Housing Offices no longer “VERIFY” Admin Leave-House Hunting (PTDY) with a stamp - HHC will provide this upon signing in to HHC
- If requesting Admin Leave-House Hunting upon arrival, it must be approved by new supervisor
- Firearms: There is no on post Arms Room for personal weapons
Installation Checklist

- Once complete at HHC, SMs will report to Military Personnel Division (MPD), Building 622 (building south of HHC, within walking distance) at a scheduled time to begin Installation processing. - **MUST BE IN UNIFORM**

- MPD will provide the Processing Checklist. Many installation entities will have representative present to assist with processing. Return appointments will be scheduled to return the completed Checklist

- SMs complete a full records review with MPD as well to ensure iPERMS is up to date.

**NOTE:**

1. MPD sends out report of who did not return the checklist. Please contact them or HHC if unable to submit per the established suspense date.

2. There is an EFMP office in ACS (5655) and at KACH (3558). You will need to in/out-process both, if applicable.
West Point Housing

1. Housing Offices No Longer “VERIFY” Admin Leave-House Hunting (PTDY) with stamp- HHC will provide this for you upon arrival at West Point.

2. On Post housing: Balfour Beatty
   www.westpointfamilyhomes.com

   Map of Neighborhood

3. To sign for housing on post, West Point Housing Office must issue a slip, so check in with HHC prior to this.
You will need a CPA sticker from the Provost Marshall’s office to park within the posted CPA areas. Pick up form from HHC, fill out, and have your supervisor (O5 or higher) sign, to be turned into MP station.

Central Area
Helpful Links

USMA Main Page
https://www.westpoint.edu/SitePages/Home.aspx

Garrison Main Page
https://home.army.mil/westpoint/index.php/west-point-garrison

CPAC (Civilian Hiring)
https://armycivilianservice.usajobs.gov/

Housing
www.westpointfamilyhomes.com

FMWR/CYS
https://westpoint.armymwr.com/

Religious Support

Weather/ Roads

EFMP
https://keller.tricare.mil/Health-Services/Family-Developmental-Services/EFMP

Lodging

PAO/Social Media
https://www.westpoint.edu/about/public-affairs

Spouse Employment
Employment Readiness Program Manager - Mr. Ryan Yarnell at ryan.yarnell@usma.edu or (845) 938-5658
https://www.hffmcasd.org/

Schools
https://www.dodea.edu/WestPointES/index.cfm
https://www.dodea.edu/WestPointMS/index.cfm

Go ARMY, Beat NAVY!